



Graduate Student Request for Leave of Absence

A leave of absence requires that you:

- have completed at least one term in your degree program
- have not already had two semesters of leave (the maximum allowed during graduate studies)
- have this request approved by your DGS and the Academic Dean of The Graduate School

Semesters on leaves of absence still count towards the time limits associated with prelims, graduation and other academic deadlines. Any extensions must be requested and approved by the Graduate School. If you are an international student, please review this website before you submit your request: <https://visaservices.duke.edu/>

Name of student

Email

Department or Program

Student ID

For what specific term(s) and year(s) you are requesting leave?

Are you requesting a medical or personal leave of absence?

- ☐ **Medical.** Your treatment provider should send an *MLOA Request Recommendation Form* to the Graduate School. Subsequent return will require a separate *MLOA Return Recommendation Form* from your treatment provider. It is important for you to follow and engage with their treatment recommendations, as this demonstrates your commitment to your recovery, wellness, and readiness to fully resume graduate studies.
- ☐ **Personal.** For a personal leave, you must be in good academic standing and have a zero balance on your Bursar's account. Use space below to briefly describe purpose of personal leave.

Student signature

Date

DGS (printed)

Signature

Date

Graduate Academic Dean (printed)

Signature

Date

Please notify the Graduate School and your department, in writing, of your intention to return at least 30 days before the start of your return term. If you don't, you may be withdrawn from The Graduate School.